1951.

File No. Stat For—

Legal Deptt
C **BRANCH**

Subject:— Correspondence – relating to Stationery and Forms

(for previous papers please see pt I
and for subsequent papers pt III)

A 19/41

File No. Stationery & Forms/57
pt II

84-C

CONTENTS

Legal Department File 1 Stationery and Forms/ 51 Pt. II

Serial No.	R.I./O.No.	Subject.	Pages.
	Stationery and Forms /51 Pt. II	Correspondence relating to stationery and forms	
1	D.D.G.R. No. S Po. 1250 B/27/4/51	Central Stores Purchase Organisation / List of articles which can be purchased without reference to the	1
2	E.& I.D.G.R. No. 8115 d/ 12/7/49	Cottage Industries Products -Purchase of - by Govt. Co-or-dination of large scale and cottage industries.	5
3	D.D.Circular No S.P.O. 1250 B/ 27/4/51	Central Stores purchase organisation/ Purchase of stores through the	9
4	D.D. Circular No G.S.O. 135/-E D/9/7/51	Stationery- Economy in-use-of Inland Letter Forms.	13
5	D.D. G.R. No. G.S.O. 1351-E- D/4/8/51	Envelopes- Economy in use of	17
6	L.D.Memo No. 18058 D/14/11/51	Supply stationery to the ch. con's offices	25
7	D.D.G.R. No. S.P.O. 1264 D/14/5/55	Central Stores Purchase organisation / List of articles which can be purchased without reference to the	

SMR 18/5/56

6 Copies.

19/6

Central Stores Purchase Or
tion.
List of articles which can be
purchased without reference to
the-

GOVERNMENT OF BOMBAY.

DEVELOPMENT DEPARTMENT

Resolution No. SPO 1250

Bombay 1 , 27th April 1951.

Read again Government Resolution, General Department, No.2399/33, dated 3rd April 1944.

Read again Government Resolution, General Department, No. 2399/33, dated 1st August 1944.

Read again Government Resolution, General Department, No. 2399/33, dated 2nd July, 1945.

Read again Government Resolution, General Department, No. 2399/33, dated 4th August, 1945.

Read again Government Resolution, Education and Industries Department No. 8000, dated 4th October 1948

Read again Government Resolution, Education and Industries Department No. 8000, dated 1st February 1949.

Read again Government Resolution, Development Department No. 34 dated 25th August 1950

Read again Government Resolution, Education and Industries Department , No. 8000, dated 14th May 1949.

Read again Government Resolution, Education and Industries Department, No. 8115, dated 12th July 1949 as amended by Government Resolution, Development Department , No. SPO. 2950 dated 17th October 1950.

Read again Government Resolution, Development Department No. 34 dated 2nd December 1949.

Read again Government Resolution, Development Department No. SPO, 1250 dated 29th December 1950.

Letter No. S.P. 4/10414, dated 8th July 1950, from the Director of Industries and Central Purchasing Officer.

Letter No. S.P. 4/804, dated 24th July 1950, from the Director of Industries and Central Purchasing Officer.

RESOLUTION— In supersession of the orders issued in Government Resolution, General Department, No. 2399/33, dated 3rd April 1944, 1st August 1944, 10th April 1945, 2nd July 1945, and 4th August 1945. Government Resolution Education and Industries Department, No. 8000 dated 4th October 1948, and the 1st February 1949 and Government Resolution, Development Department, No. 34 dated 25th August 1950. Government is pleased to direct that the goods, stores, articles, of stationery etc, should be purchased through the Central Stores Purchase Organisation except in cases mentioned below.

(1) Medical Supplies purchased from Government of India, Medical Stores Depot;

(2) Surveying and mathematical instruments purchased from the Mathematical Instruments Depot, Bombay, and Mathematical Instruments Office, Calcutta;

(3) Stores covered by rate contracts of the

Directorate General, Industries and Supplies, Government of India by Direct demanding officers mentioned in the respective rate contracts to whom copies of such rate contracts are marked by the Directorate General Industries and Supplies, Government of India.

(4) Articles manufactured by Government Departments or institutions such as Jails, Criminal Tribes Settlements, Production and Training Centres under the Rehabilitation Department.

(5) "(a) Drugs, Instruments and apparatus required urgently by schools, colleges, Recognised Research Institutions or Hospitals , subject to the condition that the cost of such purchases does not exceed (i) Rs. 5,000 per annum in case of Hospitals and (ii) Rs. 2,000 per annum in the case of other Institutions".
(b) All Chemicals except acids, liquors, ammonia, Caustic Soda, and charts models , animals for dissection, dissecting instruments, required by Schools, Colleges and Institutions

(6) Methylated spirit , petrol and other allied products such as greases, lubricants etc. -plasting poweder, lids and skins and , ~~Substitute slip C)~~

(7) " (16A) Raw materials such as tobacco bidi leaves and ground-nuts required by the Inspector General of Prisons for the manufacture of bidies and extracting oil subject to the condition that the total cost of all such articles purchased for each jail does not exceed Rs. 5,000 in a year".
(vide G.R.D.D. No. 1254 dt. 15-5-55.)

(8) Nursery school articles, seqing class articles (excepting Sewing Machines) Creche articles;

(9) Articles used in spinning and raw cotton required by the Basic Training Centres (except appliances and tools);

(10) Gymnasium equipment;

(11) Band and musical instruments and their spare parts.

(12) China, glass, cutlery, plates, crockery, other fragile and perishable articles, and perishable fabrics including linen for buildings furnished by Government.

(13) Consumable stores such as wood, charcoal, coal and coke.
(14) Manures-both organic and chemical.

(15) Seeds and straw
(16) Forest products such as fuel firewood, bamboo, grass and fodder.
16(A) [vide slipe C attached.] "(16A) Raw materials such as tobacco bidi leaves and ground- nuts required by the Inspector General of Prisons for the manufacture of bidies and extracting oil subject to the condition that the total cost of all such articles purchased for each jail does not exceed Rs. 5,000 in a year"
(Vide G.R.D.D. No. 1254 dt. 15-5-55).

(17) Non-manufactured articles locally extracted and utilised without much modification such as rubble stones, river sand, murum and other quarried materials;
(18) Building ~~materials~~ materials such as bricks, cement bamboo-matting country-tiles, gheru, stones, marbles, lime and chalk;
(19) Specialised machinery- in the case only of Public Works Department officers not below the rank of Executive Engineer, Public Health Engineer to Government, Joint Director of Technical Education, Director of agriculture and fisheries

and Director of Publicity, Bombay, [(add slip A here)]

[Slip A] "The Director , Government Printing and Stationery Bombay, the Director of Fisheries, Bombay, the Director of Haffkine Institute, Bombay, and all Principals of Engineering , Science, Medical Veterinary and Agricultural Colleges, Director , Government Transport Service, Bombay.

vide d.d. 1252 dt. 5/8/53 (Vide D.D.G.R., No. SPO-1252/19-11-52

20 Spare parts of particular manufacturers for their own machinary and automobiles, and for which there are no rate contracts, except when the quantities required aggregate to Rs.10,000 or more in a quarter- in the case only of Public Works Department Officers not below the rank of Executive Engineers, Public Health Engineer to Government, Joint Director of Technical Education, Director of Agriculture Poona, [Add here slip B Vide G.R.res No. SPO 1252 dt. 24-9-5

[slip B] "The Director, Government Printing and Stationery Bombay, the Director of Fisheries, Bombay, the Firector of Haffkine Institute, Bombay and All Principals of Engineering, Science, Medical, Agricultural and Veterinary Colleges, *Director Govt. Transport Service, Bombay and the barest Engr. Belgaum , vide SPO /1254 dt. 20-8-54

vide D.D. No. 1252 dt. 5-8-53

(Vide D.D.G.R. No. SPO-1252/19-11-52)

(21) Articles such as food stuffs, groceries etc.

(22) All articles which are controlled in release or in price (for the duration of control only);
(23) Kerosene oil-except in bulk of 500 gallons or more.
(24) Stationary required by Officers of the Prohibition and Excise Department located in out of the way places. The Director of Prohibition and Excise may permit such Officers to continue to purchase direct articles of stationery which they have hitherto so obtained subject to the condition that the aggregate purchase by the Prohibition and Excise Department on this account does not exceed Rs. 3,000 per annum and that purchases are limited to absolute requirements.
(25) Line and Mono metal required for Government Presses.
(26) Swords, Scabbards and Lethal Weapons.
(27) Tents and Pahuties.
(28) Furniture not available with the Government Departments, such as Jails, Settelements, Production and Training Centres under Rehabilitation Department, etc. required in the district places outside Greater Bombay, cost of which does not exceed Rs, 2,000 per annum and is within the limit of budget provisio

2 Articles which are required occasionally and in small quantities , the aggregate cost of which does not exceed (1) Rs. @ 10,000 per annum in the case of a Public works Departmen Officer not below the rank of Executive Engineer and (2) Rs. 2000 per annum or 25 per cent of the contingent grant whichev is less in the case of other Gazetted Officers in Grade I of the State Service may also be purchased by these officers direct without reference to the central stores purchase organisation.

Corrected by SPO 1250 dt. 25-6-54

3 Government is also pleased to direct that in making purchases of the articles mentioned above the normal procedure of inviting tenders etc. as laid down by Government in Govt, Resolution, Education and Industries Department No. 8000, dated 14th May 1949 and as may be amended from time to time should be strictly adhered to and reports on all such purchases should be promptly made to the Central Stores Purcha Organisation in the standard form No. Gen. 255-C(specimen appended to this Government Resolution as Appendix A) copies of which can be had on indent from the Director, Government Printing and Stationery,Bombay, Government is further pleased to direct that the Departments and Officers concerned in making such purchases without reference to the Central

Stores Purchase Organisation, should give preference to Cottage Industries products to the extent indicated in the Government Resolution, Educati on and Industries Department, No. 8115 dated the 12th July 1949 as amended by Govt, Resolution, ~~Department~~ Development Department, No. SPO 2050, dated the 17th October 1950 (printed as Appendices B and C to this Government Resolution).

By order of the Governor of Bombay

Sd./ D.S.JOSHI
Secretary to Government

G.R. No. SPO 1250, D.D. dated 27th April 1951.

To

The Director of Industries and Central Purchasing Officer. etc.

No. of 1951

Copy forwarded for information and guidance to

SMR 18/5/56
4 Copies.

Accompaniment to Government Resolution , Development Department, No. SPO 1250 dated 27th April 1951.

APPENDIX A

Form for the direct orders placed by the Indenting Officer(Government Resolution, Education and Industries Department No. 8000, dated 14th May 1949).

Serial No.	Description of articles with detailed specification	Supplier	Quantity	Rate Rs. a.p.	Unit	Total cost Rs. a. p.	Where lowest tender not accepted, reasons for ignoring lowest tender	Reasons for selecting Non-Indian article (where applicable)	Remarks
1	2	3	4	5	6	7	8	9	10

Designation and signature of the Indenting Officer.

BAB 18/5/56
4 Copies.

APPENDIX B

Cottage Industries Products Purchase of- By Government Co-ordination of large scale and Cottage Industries.

GOVERNMENT OF BOMBAY.

EDUCATION AND INDUSTRIES DEPARTMENT.

Resolution No. 8115.

Bombay Castle, 12th July 1948.

Government Letter to the Director of Industries No. 8115/15116-C, dated 24th June 1948.

Government Memorandum to Joint Registrar, Industrial Co-operative and Village Industries, No. 8115-C, dated the 9th July 1948.

Letter from the Joint Registrar, Industrial Co-operative and Village Industries No. ADM-74, dated 31st May 1948

RESOLUTION-In order to implement Government's policy of co-ordination of large scale and cottage industries it has been decided that preference should be given to the purchase of cottage industries products by the Central Stores Organisation, in accordance with the principles laid down below:-

(1) The Central Stores Purchase Officer should in consultation with the Joint Registrar for Industrial Co-operatives and Village Industries draw up a list of articles which can be supplied by cottage industries according to specifications laid down in advance. The specifications of indenting officers should, however, be carefully examined to see that they are not unduly high.

(2) The Central Stores Purchase Officer should in relation to the specifications on the one hand and the market rates for goods of non-cottage industries on the other, settle the "standard rates" for the categories or sub-categories of the cottage industries products, so that the margin of preference enjoyed by the latter does not exceed 15 per cent. taking into account the quality of the products.

(3) The Central Stores Purchase Officer should should be authorised to purchase cottage industries products at standard rates and restrict the tender system to products of non-cottage industries. In order to safeguard against the danger of inadequate and unpunctual supply by cottage industries, the Central Stores Purchase Officer should be authorised to place indents for or/ and to maintain a margin of stocks up to 20 per cent. of the requirements of the indentors.

(4) Pending the fixation of standard rates the tender system should continue as at present, subject to the modifications contained in this and following paragraphs. Where the tender for cottage industries products is the lowest, it should be accepted; where the lowest tender pertains to products of large scale industry, it may not be accepted if the prices quoted are not considered economic or if the prices of cottage industries products fall within the limit of the lowest price plus 15 per cent for all products, except certain handloom products for which a price preference of 20 per cent, is allowed (vide Government Resolution, Education and Industries Department

No. 4766/33, dated 16th April 1947). If the prices quoted for the cottage industries products are higher an offer may be made to them to supply the articles etc. within the price limit and give them an opportunity of first refusal.

(5) When the materials or articles can be supplied by Government Institutions, such as Jails and Settlements, purchase would be made from them in preference to cottage industry workers or their co-operative societies or other manufacturers, provided they are in a position to offer goods of similar or suitable quality as compared with the latter.

(6) All enquiries in which the Provincial Industrial Co-operative Association is interested should be sent to it with sufficient spare copies to enable it, inturn to distribute them to the various Co-operative Societies, District Industrial Associations, Etc. Copies of such enquiries should also be sent to the Joint Registrar for Industrial Co-o eratives and Village Industries, Poona.

(7) Whenever the Provincial Industrial Co-operative Association tenders, only its quotations will be taken into consideration but if no quotations are received from the Provincial Industrial Co-operative Association then tenders of any Co-operative Society or cottage workers will be considered.

(8) The Joint Registrar for Industrial Co-operatives and Village Industries should be requested to work out proposals with reference to (1) and (2) above in consultation with the Director of Industries and Central Stores Purchase Officer.

By order of the Governor of Bombay,

Sd/ N.J.PARDASANI,
Under Secretary to Government.

G.R. No, 8115, E, and I.D. dated the 18th July, 1949.

To

The Commissioners of Divisions , etc.

No. of 1949

Copy forwarded for information and guidance

APPENDIX C

Central Stores Purchasing Organisation, Cottage Industries Products Purchase of by Government Co-ordination of large scale and Cottage Industries.

GOVERNMENT OF BOMBAY.

DEVELOPMENT DEPARTMENT.

Resolution No. SPO. 2080

Bombay 1, 17th October 1950

Read Government Resolution , Education and Industries Department

No. 8115, dated 12th July, 1949.

Letter No. ADM-74, dated the 10th August 1950, from the Joint Registrar for Industrial Co-operatives and Village Industries.

Letter No. SP 1/16459, dated the 9th September 1950 from the Director of Industries and Central Stores Purchasing Officer.

RESOLUTION— Government is pleased to direct that for clause (5) of Government Resolution, Education and Industries Department, No. 8115, dated the 12th July 1949, the following clause should be substituted.

"(5) When the materials or articles can be supplied by Government Institutions such as jails, settlements and Production and Training Centres falling under the jurisdiction of the Rehabilitation Department, purchases would be made from them in preference to Cottage Industry Workers or their Co-operative Societies or other manufacturers, provided they are in a position to offer goods of similar or suitable quality as compared with the latter".

By order of the Governor of Bombay,

Sd./ K.B. PATEL,
Assistnat Secretary to Government.

G.R. No. SPO. 2050, D.D., dated 17th October 1950.

To

All Collectors, etc.,

No. of 1950

Copy forwarded for information and guidance to

[illegible] 10/5/56
4 Copies.

Central Stores Purchase Organisation,
Purchase of Stores through the-

GOVERNMENT OF BOMBAY,

DEVELOPMENT DEPARTMENT

Circular No- SPO 1250

Bombay, 27th April 1951.

CIRCULAR OF GOVERNMENT.

In Government Resolution, Development Department No. SPO. 1250 dated the 27th April 1951, consolidated orders regarding lists of articles which can be purchased without reference to the Central Stores Purchase Organisation are being issued.

2 It is necessary to emphasise on this occasion that the machinery of the Central Stores Purchase Organisation should be used by all indenting officers strictly in conformity with Government orders issued from time to time.

3 With a view to avoid delays it is necessary to ensure that all indents are made in good time and that no advance negotiations are entered into by individual indenting officers, save with the knowledge of the Central Stores Purchasing Officer and only in exceptional cases.

4 Indenting officers have in a large number of cases failed to send reports regarding purchases made under the exempted categories or otherwise than in consonance with the existing orders and instructions. They are requested to ensure that these reports reach the Central Stores Purchasing Officer hereafter promptly. In serious cases of default on this account it may become necessary to withdraw the exemptions in favour of particular indenting officers.

5 After the receipt of tenders by the Central Stores Purchase Organisation the indenting officer, or a representative of his of high enough status and authority to take decisions, should meet the Central Stores Purchasing Officer so that all decisions can be taken expeditiously. Any reference necessary to Government can then be made immediately and Government will try to issue final orders in such cases ordinarily within about 10 days of the receipt of such reference.

6 One weakness in the working of the Central Stores Purchasing Organisation has been lack of inspection of materials supplied. It is the duty primarily of the indenting officer to ensure that supplies made under contract are according to specifications and samples. The Central Stores Purchase Organisation has now some Inspecting Officers who will also check on the supplies as often as is practicable.

By order of the Governor of Bombay,

Sd./ D.S.JOSHI,
Secretary to Government.

G.C.No. SPO. 1250, L.D., dated 27th April 1951.

To

The Director of Industries and Central
Purchasing Officer, Bombay, etc.

No. of 1951

Copy forwarded for information and guidance to

SMR 18/5/56
4 Co ies.

Stationery
Economy in Use of Inland Letter forms.

GOVERNMENT OF BOMBAY,
Development Department,
Circular No. GSO. 1351-A.
Bombay, 9th July 1951.

CIRCULAR.

Inland Letters require a postage of only 1½ annas as against ordinary envelopes for which a postage of annas 2 is necessary. With a view to securing economy in the use of stationery and in the expenditure on service postage stamps, all Heads of Departments and Offices are accordingly requested to utilise Inland Letter forms in their offices and offices under them wherever possible.

Unstamped Inland Letter forms are available in the Postal Stock Depot in the office of the Postmaster General, Bombay, and can be had at the rate of Rs. 7-8-0 per thousand forms. These can be used for official purposes after affixing thereon 1½ annas service postage stamps. The Heads of Departments and Offices are requested to obtain the forms required by them direct from the Postal Stock Depot and to effect corresponding savings in their contingent grant.

By order of the Governor of Bombay,

Sd./ D.S.JOSHI.
Secretary to Government.

To
The Secretary to the Government Governor, etc.

GMR 19/8/51
4 Copies.

Envelopes.

Economy in use of----

GOVERNMENT OF BOMBAY
DEVELOPMENT DEPARTMENT
Resolution No. GSO. 1351-E.
Bombay, 4th August 1951.

RESOLUTION OF GOVERNMENT.

It has been noticed that all Government offices are not exercising care in the use of proper sizes of envelopes; where a small size envelope would serve the purpose a large size envelope is being used. With the use of proper sized of envelopes a good deal of saving in paper will accrue. All the Heads of Departments and Offices are accordingly requested to see that due care is taken in ~~[illegible]~~ the use of the proper sizes of envelopes. A periodical check of the work of the ~~[illegible]~~ dispatch section by some responsible officer would ensure the proper use of envelopes by the dispatchers.

2 With a view to achieve economy in the use of envelopes the Managers of the Yeravda Prison Press and of the Government Press and Stationery Department, Baroda, have been instructed to meet 75% of the requirements of Indenting Officers for envelope No. 4 by the supply of envelopes No. 3 only and supply only 25% of the requirements in respect of envelope No. 4. Indenting Officers can economise further by making use of the economy slips as much as possible and utilising thereby the envelopes already used. Even when it becomes necessary to make use of a new envelope, the economy slip should invariably be pasted on it so that the envelope may not be spoiled and may be used more times than otherwise.

By order of the Governor of Bombay,

Sd/ D.S.JOSHI,
Secretary to Government.

To

The Director, Government Printing and Stationery, Bombay, etc.

No. of 1951.

Copy forwarded for information and guidance to

SGR 10/8/51
4 Copies.

Offices of the Charity Commissioner.

It has been informally ascertained from the D.D. that the articles of stationery required by a newly started Government Deptt. or office are to be purchased locally and not from the Printing and Stationery Deptt. during the first year. This procedure seems to have been laid down presumably because the duration of the new offices is not certain and provision of articles of stationery has to be made in advance by the Superintendent. So far as the Charity Commr.'s organisation is concerned the position is different in that the organisation has been sanctioned on a permanent footing. All the gazetted posts such as the Charity Commissioner, Dy. & Asstt Charity Commrs., Establishment Officer and the Director of Accounts have been sanctioned on permanent basis. Most of the Class III and Class IV posts are also created on a permanent footing. Purchasing articles of stationery locally may not be feasible. As the Charity Commr.'s Organisation consists of only 7 offices in the State, the stationery requirements are not likely to be on a big scale. In view of these circumstances, it is suggested that the Supdt. Government Printing and Stationery, Bombay, may be directed to allow the Charity Commr. and the following subordinate officers under him to indent their stationery requirements even for the first year as a special case, from the Supdt. Government Printing & Stationery, Bombay:-

Dy. Charity Commr.	Gr. B'bay Region.
Dy. Charity Commr.	A'bad Region.
Asstt. Charity Commr.	Baroda Region.
---do---	Poona Region.
Asstt. Charity Commr.	Belgaum Region.
---do---	Kolhapur Region.

So far as the initial requirements of the

Regs concerned, the Charity Commr.

Need to indent stationery requirements

Officers subordinate to him also.

The cost on account of the supply of stationery will be initially debited to the Budget head "25-General Administration-C Secretariat and Headquarters establishment-K Secretariat -K-7(a) Charity Commissioner including staff for Bombay Region-(d) -Contingencies" in respect of the Charity Commr.'s office and the office of the Dy. Charity Commr. Greater Bombay Region and "25-aneral Administration-C-District Administration-Q-General Establishments -1(c)-Regional staff of Charity Commissioner -(d) -Contingencies" in respect of the remaining 5 offices and reimbursed to Government from the P.T.A. Fund at the end of each financial year.

3 The accom. draft letter may issue from the L.D. after U.O. to D.D. & F.D. If it is necessary to get the articles of stationery well in advance of 8-1-52 i.e. the date on which the B.P.T. Act, 1950 will be applied, the D.D.& F.D. may be requested to treat this reference as very urgent.

Id./..... 8 /10/

Id./------ 8/10/51

Id./ ------ 8/10/

Charity Commr. &
Addl. Secy. L.D.

U.O.N. to D.D. No. 647 dt. 8/10/51
F.D.

F.D. III The orders proposed may be agreed to
Id./...
18/10/51 Subject to the following remarks:-
(Please see page 7 post).

SNR 19/8/56
4 Copies

D.D.

Submitted with reference to the L.D. note dated 8-10-1951.

2 The proposals made in the L.D. office note may be approved as special case and the pps. may be passed on to the F.D.

Id./..... 15/10/51 Id./..... 16/10/51

U.O.N. to the F.D. dt. 16-10-51

SMR 19/8/56
4 Copies.

2 Generally the expdre. involved on payment of stationery requirements is debited to '56 Sty. and In the present case, the entire expdre. incurred on stationery requirements is to be recovered (and shown under a deduct entry) from the P.T. A Fund. We may, therefore, not have any objection to the expdre. being booked under "25 G A".

3 An idea of the estimated expdre. on the stationery requirements of the Charity Commissioner has not been given. It, however, appears that the expenditure will be met from the grant sanctioned under the New-Item No. 6—vide page 178 of the Blue Book for 51-52. If so, the portion indicated in pencil may be added in the draft orders.

Id./..... 19/10/51

Will this involve a corresponding credit under "56 Stationery and Printing" or is it taken on receipt side?

Id./..... 20/10
Id./..... 22/10/51

[redacted]

Attention in this connection is please [redacted] 78 of the Account Code Volume I. It will [redacted] that recoveries made by one Deptt. [redacted] are to be treated as deduction from the [redacted] In view of this it is obvious that [redacted] made from the Charity Commissioner will have to be shown as deductions from the gross expenditure incurred under "56 Stationery and Printing" on purchase of stationery requirements. Since the office of the Stationery and Printing is a service Deptt., it will not be permissible to take the recoveries on the receipt side under "XLV Stationery and Printing".

Id./----- 26/10 U S(B)

Id./..... 26/10/51 D S(O)

U.O.N. to the L.D. dt. 27/10/51.

No. 18058

Legal Department,
Bombay Castle(Bombay No. 1), 14th November 1951.

Subject:- Supply of stationery to the Charity Commissioner's office.

Memorandum:-

The undersigned presents compliments to the Superintendent, Government Printing & Stationery, Bombay and is directed to convey the sanction of Government for the supply of articles of stationery to the Charity Commissioner and the officers under him from the Superintendent, Government Printing and Stationery, during the first year of the Charity Commissioner's organisation as a special case. The Charity Commissioner and the following officers are requested to indent their stationery requirements from the Superintendent, Government Printing and Stationery, Bombay:-

(1) Dy. Charity Commissioner, Greater Bombay Region.
(2) Dy. Charity Commissioner, Ahmedabad Region.
(3) Assistant Charity Commissioner, Baroda Region.
(4) Assistant Charity Commissioner, Poona Region.
(5) Assistant Charity Commissioner, Kolhapur Region.
(6) Assistant Charity Commissioner, Belgaum Region.

So far as the initial requirements are concerned, the Charity Commissioner, Bombay, is authorised to indent the stationery requirements of officers subordinate to him.

The cost on account of the supply of the stationery will be initially debited to the budget head "25-General Administration-C-Secretariat and Headquarters establishment-i- Secretariat K-7(a) Charity Commissioner including staff for Bombay Region (4)-Contingencies" in respect of the Charity Commissioner's Office and the Office of the Deputy Charity Commissioner, Greater Bombay Region, and "25-General Administration-C-District Administration-C-General

[redacted] 1(c)-Regional staff of Charity [redacted] Contingencies in respect of the [redacted] Officers and reimbursed to Government from the P.T.A. Fund at the end of the financial year. The expenditure involved should be met from the sanctioned grants only.

By order of the Governor of Bombay.

Id./..... 14/11

Assistant Secretary to Government,
Legal Department.

Copy to:-

The Development Department, etc.

SHR 19/6/56
4 Copies.